

How to Pull Your Court File

Requesting a File that is less than 3 years old

1. Go to the civil court in which the action was brought (see back side of fact sheets for court locations).
2. Find the Clerk's Office and request that the clerk pull up your file so you can go through it and copy important documents.
3. Documents that are important to see and make copies of are highlighted in the text box at the bottom of the page (**Photocopies are NOT a free service, bring plenty of quarters**).
4. Ask the clerk to see if there are any other judgments against you.

Requesting a File that is more than 3 years old

Records are retained by Civil Court for 25 years; three years in the courthouse and an additional 22 years off-site in archives. Due to court backlog, records which have been sent to the archives may require 10-14 weeks depending on the borough for the staff to retrieve the file and make it available for your use.

1. Go to the civil court in which the action was brought (see back side of fact sheets for court locations).
2. Find the clerk's office, and request a requisition form to see your court file. You must provide the clerk with the Index Number for the case. For recent cases, the Index Number can be found by using the public access computer at the court. If the case is an older one which has not been entered into the computer system, you must determine the Index Number manually by searching the Index Books at the clerk's office, filed by year and the name of the Plaintiff (the person who started the lawsuit). It is suggested that you come to the court with as much information as possible concerning a case to avoid wasting time in locating the Index Number. For purposes of security of Court records, you may also be required to present personal identification to the Clerk before you can be permitted access to a file.
3. The court will send you notice when the file is available. You will have 30 days to review it and make photocopies before it returns to archives. Documents that are important to see and make copies of are highlighted in the text box at the bottom of the page. (**Photocopies are NOT a free service, bring plenty of quarters**).

Important Documents to Copy

- Affidavit of Service
- Summons & Complaint
- Any supporting documents, such as:
 - Contract
 - Affidavit of Merit
 - Any papers with upcoming court dates

Updated 3/16

New York Civil Court Locations*

Manhattan

111 Centre Street, between White & Franklin streets
New York, NY 10013
(646) 386-5700 9:00am-3:45pm

Queens

89-17 Sutphin Boulevard at 89th Ave.
Jamaica, New York 11435
(718) 262-7100 9:00am-3:45pm

Staten Island

927 Castleton Avenue at corner of Bement Ave.
Staten Island, New York 10310
(646) 386-5700 9:00am-3:45pm

Brooklyn

141 Livingston Street at corner of Smith St.
Brooklyn, NY 11201
(347) 404-9123 9:00am-3:45pm

The Bronx

851 Grand Concourse
Bronx, NY 10451
(718) 618-2561 9:00am-3:45pm

*Hours of operation are subject to change. Please plan ahead by calling the court at the numbers listed above to give yourself plenty of time.

<p>CDP-Urban Justice Center 123 William St. 16th floor New York, NY 10038 Tel: 646-602-5200</p>
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